

INTERNATIONAL TELECOMMUNICATION UNION

Regional Radiocommunication Seminar

Scarborough (Trinidad and Tobago) 14-18 July 2014

INFORMATION NOTE

A. THE MEETING VENUE

1. Venue

Magdalena Grand Beach Resort
Tobago Plantations Estate
Lowlands
Tobago
Trinidad and Tobago
West Indies
U.S Toll Free: 1-866-353-6222
Local: 868-660-8500
Fax: 868-660-8503

2. Local contact person (focal point from TATT)

Mr Rawle Harvey
Communications Officer
Telecommunications Authority of Trinidad and Tobago (TATT)
Email: iturrs@tatt.org.tt Tel: 1-868-675-8288 ext. 349 Fax: 1-868-674-1055

3. Accommodation and Hotel Reservation

Trinidad and Tobago is a twin island state and this seminar takes place on the smaller of the two islands, Tobago.

Magdalena Grand Beach Resort (Meeting Venue)

The cost per participant for accommodation at the Magdalena Grand Beach Resort is **US\$ 200.00** per standard room inclusive of taxes, breakfast and WiFi access, on a first come first served basis, due to a limited number of rooms available at this rate.

Thereafter, the rate will be **US\$ 242.00** per standard room inclusive of taxes, breakfast and Wi-Fi access.

Delegates booking at the Magdalena are advised to provide the following information:

- Meeting Name (i.e. ITU Regional Radiocommunications Seminar 2014 for Americas)
- ITU meeting registration number (obtained after registration process via the ITU website).
- Full Name of participant
- Duration of stay
- ITU special code, **1407TELECO** (in order to access the US \$200.00 rate, inclusive of all taxes)

The above booking information must be supplied to the Magdalena Grand via either:

1. Reservations telephone line:

- a. U.S Toll Free: 1-866-353-6222
- b. Local: 868-660-8500

Or

2. Email addresses:

- a. reservations@magdalenagrand.com
- b. alison.campbell@magdalenagrand.com
- c. janelle.jemmott@magdalenagrand.com

Alternative Hotels

Participants may also opt to stay at hotels nearby, details of which are given in the table below.

Delegates are asked to contact the alternative hotels directly regarding reservations as indicated in the table below.

It is important that reservations be made as early as possible. Please inform Mr. Harvey when you have made your reservations.

List of Alternative Hotels

HOTEL	TYPE OF ROOM	RATE
Crown Point Beach Hotel Limited. P.O box 223 Scarborough Trinidad and Tobago, Tel: (868) 639-8781-3. Fax: (868) 639-8731. Email:reservations@crownpoinbeachhotel.com Website:www.crownpoinbeachhotel.com (Transportation provided to and from the venue hotel)	Studio Single/Double Occupancy (Breakfast not included)	US\$120.00
	Cabana – Double Occupancy (Breakfast not included)	US\$130.00
	One Bedroom Apartment – 4 persons (Breakfast not included)	US\$165.00
Robinson Crusoe Beach Resort Limited c/o Blue Haven Hotel Bacolet Scarborough, Trinidad and Tobago Tel:(868)660-7500 Fax:(868)660-7900 Email:reservations@bluehavenhotel.com (Transportation provided to and from the venue hotel)	Single room (breakfast included for stays for more than three (3) nights)	US\$185.00

Travel Arrangements and Lunch Information

Participants are asked to complete the **Travel Arrangements and Lunch Information Form**, attached in Appendix I and forward to Mr. Harvey via fax to 1-(868)-674-1055, or by e-mail to iturrs@tatt.org.tt.

4. Flights and ground transportation

The international airport in Trinidad is called Piarco International Airport, whilst the international airport in Tobago (**where the Seminar will be held**) is the ANR Robinson International Airport. The flying time from Piarco to ANR Robinson is approximately 15 minutes. The airport in Tobago is located approximately 2.5 miles from the Venue. It should be noted that there are some direct flights to Tobago. If you are unable to get a direct flight to Tobago from your location it would be worthwhile to ensure you book your flight through to Tobago via Trinidad.

TATT will provide ground transportation for delegates to and from the ANR Robinson International Airport. Delegates must contact Mr. Rawle Harvey at iturrs@tatt.org.tt to confirm this arrangement.

TATT will also provide ground transportation to and from the venue hotel (Magdalena Grand) and the alternative hotels.

Private taxis: In the event ground transportation arrangements were not made, delegates may opt to be transported to their hotel via private taxi. The airport is served by taxis which can be found outside the arrivals hall. The cost is usually around US\$20.00.

Further information may be found on the following websites:

<http://www.tntairports.com/piarco/>

<http://www.tntairports.com/anr/>

4. Meal Arrangements

Breakfast	Breakfast will be provided by the Magdalena Grand Beach Resort and Robinson Crusoe Beach Resort (for stays for more than three (3) nights)
Lunch	TATT will provide lunch for all delegates on the seminar days i.e. from Monday July 14 th to Friday July 18 th . Please indicate food allergies if any that TATT should be aware of. This information should be included in the Travel Arrangements and Lunch Information Form attached.
Dinner	Generally, participants will be required to make their own arrangements for dinner. Please note TATT will host a reception for participants on the evening of Monday July 14 th . There will also be a dinner hosted by the Chairman of the Board of TATT on Thursday July 17 th .

B. GENERAL INFORMATION

1. Visa formalities

Attendees should check the link below for VISA requirements to enter Trinidad and Tobago. <http://www.immigration.gov.tt/Services/Visas.aspx> . Attendees requiring letters for visa applications must contact Mr. Rawle Harvey at iturrs@tatt.org.tt

2. Vaccinations

No vaccination certificate is required for entering the country.

http://www.iamat.org/country_profile.cfm?id=158#profile_immunization

<http://wwwnc.cdc.gov/travel/destinations/traveler/none/trinidad-and-tobago>

<http://www.gotrinidadandtobago.com/travel-information/>

3. Language

English is the official language in Trinidad and Tobago.

4. Measuring System:

The official measuring system in Trinidad and Tobago is the International Metric System.

5. Driving in Trinidad and Tobago

In Trinidad and Tobago vehicles drive on the left side of the road.

6. Electricity supplying

Electricity: 110volts. If this voltage is different from your home country, some hotels offer adapters to their guests or adapters can be purchased from local hardware and electrical stores.

Alternating current (60 Hz) is used.

The type of electric plug-in is the following one:



7. Climate

Climate & Weather: Trinidad and Tobago has a warm, sunny climate year round. The average daytime temperature is about 30 degrees Celsius.

Our islands have two main seasons, the Dry Season, from January to May and the Rainy Season,

from June to December. In the Rainy Season, mornings may be sunny, followed by rainy afternoons and fair nights. During this time, our general rainfall pattern is interrupted by days of brilliant sunshine.

8. Currency

The Trinidad and Tobago dollar (TTD) is the official currency of Trinidad and Tobago. While the TT dollar is generally accepted, foreign currency can be exchanged at local banks and other authorized establishments. The most commonly accepted credit cards are American Express, VISA, Diners Club and MasterCard.

Exchange rates are liable to fluctuate. However the average exchange rate can be USD 1 = 6.4 TTD

Pictures of Trinidad and Tobago bills and coins



9. Shopping - Value Added Tax (VAT)

Value Added Tax, or VAT, is a 15% tax added to many goods and services in Trinidad and Tobago. The prices displayed in stores usually include this tax, unless otherwise stated. Companies registered to charge VAT, must prominently display their VAT Certificate of Registration.

10. Business hours

Banks and exchange offices:	Monday to Thursday - 8 am to 2 pm. Friday from 8 am to 1 pm and 3-5 pm.
Company offices:	Generally from Monday to Friday 8 am to 4pm.
Shops and businesses:	Monday to Saturday from 8 am to 5 pm.
Malls:	Monday to Saturday 10 am to 7 pm
Cafes, patisseries and pizzerias:	Almost always open
Restaurants:	Lunch is served from 11am and dinner from 6 pm. Many fast-food establishments are open around the clock.

11. Tipping

This is left to your own discretion; however you can follow the guidelines below

- Taxi Drivers: 10% of the fare
- Service Staff at a Restaurant: 10% to 15 % of total bill

12. Other useful information

You can find further information on Trinidad and Tobago on the following Web page:

<http://www.gotrinidadandtobago.com/travel-information/>

13. Appendix 1

TRAVEL ARRANGEMENTS AND LUNCH INFORMATION FORM

TATT will transport delegates to and from their hotels. In order to ensure pick up, and for the provision of further information, delegates are asked to fill this form and return to Mr. Rawle Harvey at iturrs@tatt.org.tt as soon as possible after registration.

DELEGATE	First Name	Surname	
DELEGATE'S CONTACT INFORMATION			
Email address:			
Telephone Number:			
Country of Origin:			
Other:			
ARRIVAL DETAILS	Airline	Time of Arrival	Flight Number
HOTEL SELECTED BY THE PARTICIPANT			
DEPARTURE DETAILS	Airline	Time of Departure	Flight Number
ALLERGIES - Please identify food allergies			
OTHER			